

All hours shown are Minimum Requirements.
Course hours do NOT include Exams, Practical Exercises, or Range Qualification.
All topics in bold are mandated by the Emergency Regulations Relating to Property and Surety Bail Bondsmen.

Bail Bondsman Entry Level

24 hours

It is vital to set the stage in this initial training session and communicate a pragmatic and realistic approach to the overall course of study. It should be emphasized that this field is not as depicted on television and movie productions.

I. Orientation- 2 hours.

A. Ethical Standards

- 1. Professionalism**
- 2. Misrepresentation**
- 3. Conflicts of Interest**
- 4. Information Protection, Confidentiality, and Discretion Requirements**

B. Brief Introduction to Code of Virginia & Regulations Relating to Bail Bondsman

II. Law - 12 hours plus one practical exercise.

A. Code of Virginia and Regulations Relating to Bail Bondsman

- 1. Definitions**
- 2. Licensing Procedures and Requirements**
- 3. Compulsory Minimum Training Standards**
- 4. Standards of Practice and Prohibited Acts**
- 5. Administrative Requirements/Standards of Conduct**
- 6. Administrative Reviews, Complaints, Procedures, and Responsibilities**

B. Basic Law

- 1. Legal terminology and definitions**
- 2. Purpose and function of law**
- 3. US Constitution**
 - a. Amendments**
 - b. Bill of Rights**
- 4. Landmark Cases**
- 5. Limitations and liability**

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C. Surety and Property Law

1. Surety Bail Bondsman

- a. Insurance Companies**
- b. Agent vs. Attorney-in-Fact**
- c. Virginia Qualification Requirements**

2. Property Bail Bondsman

- a. Virginia Property Requirements**
- b. Agent Requirements**

D. Courts

1. Civil Court System

- a. Federal**
- b. State**
- c. Local Jurisdiction**
- d. Definitions**
- e. Civil Judicial Procedures**

2. Criminal Court System

- a. State and Federal**
- b. Legal Authority and Related Issues**
- c. Liability Concerns**
- d. Definitions / Interpretations**
- e. Magistrates**

E. Release from Legal Obligation

- 1. When Defendant answers charge**
- 2. Circulate the bail piece release**
- 3. Special considerations**
 - a. The Recognizance**
 - b. Preliminary Hearing**
 - c. Bond Continuation Pending Pre-sentence Report**
 - d. Sentencing**
 - e. Withhold findings**
 - f. Bond reinstatement**

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III. Fugitive Recovery - 8 hours plus one practical exercise.

A. Legal Procedures

- 1. Bondsman's legal right to recover**
- 2. Notice of Show Cause Hearing**
- 3. Entry of finding of default**
- 4. Payment of forfeiture**
- 5. Recovery: 12 months from entry of finding of default**
- 6. Section 9.1-185.15 Recovery of Bailees**

B. Criminal Statutes

- 1. Liability considerations/liability insurance**
- 2. Case law**
- 3. Law enforcement**
 - a. State**
 - b. Federal**
- 4. Reasonable force to effect apprehension**

C. Use of recovery agents in Virginia

- 1. Virginia Legal Requirements**
- 2. Recovery Agents Authority**
- 3. Employee vs. Independent Contractor**
- 4. Liability considerations/liability insurance**

D. Responsibilities when Fugitive is in Bondsman's custody

- 1. Recovery in Virginia**
- 2. Recovery out of Virginia; Uniform Extradition Act**
- 3. International recovery**

E. Recovery Procedures

- 1. Locating; surveillance; and entry techniques**
- 2. Confrontation management**
- 3. Use of force**
- 4. Arrests**

IV. Documentation - 2 hours plus one practical exercise.

A. Required by the Courts

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B. Required by DCJS

C. Record keeping

D. Reporting

E. Retaining Records

V. Written Examination

Total hours (excluding exam) – 24 hours

**Bail Bondsman In Service
8 hours**

I. Legal authority--2 hours

II. Job-related training--6 hours